

**Community Preservation Act Committee**  
**Meeting Minutes**  
**February 13, 2017**  
**7:30 pm**  
**Second Floor Conference Room**

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In attendance were: Clarissa Rowe  
Eric Helmuth  
Kin Lau  
JoAnn Robinson  
David Levy  
Richard Murray  
Leslie Mayer  
Andrew Bengtson  
Not in attendance: Chuck Tirone  
Also in attendance: Jim Feeney  
Amy Fidalgo

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1. **Meeting Opened:** Clarissa Rowe opened the meeting at 7:30pm. The Committee decided to table the approval of the draft sets of minutes until all members had time to review.
2. **Project Invoices:** Clarissa Rowe asked Amy Fidalgo to confirm the signature process required for approval of invoices with Richard Viscay, Comptroller.
3. **CPA Financial Update:** Eric Helmuth presented an estimate of the anticipated FY2018 funds available to allocate or reserve at Town Meeting. The anticipated funds include FY16 surcharge collections, FY18 surcharge collections, and the FY18 state match. The 10% minimum funding requirements for the community housing, open space, and historic preservation categories will all be met.
4. **FY2018 CPA Project Applications:** The CPAC discussed taking a preliminary vote on each application; the final recommendations that will be presented to Town Meeting will include conditions and required revisions.
  - a. **Old Burying Ground:** Richard Murray asked if the CPAC should set aside money for this project since it will need a considerable amount of funding after the initial phase. JoAnn Robinson said the Cemetery Commission is planning on coming back next year to request additional funds. The Committee discussed having the Cemetery Commission come back with a multiyear plan would be beneficial. Richard Murray moved to initially approve this application. Leslie Mayer seconded. All voted in favor (8-0).
  - b. **Spy Pond Phase II:** Clarissa Rowe mentioned that this was one of the two projects that the Capital Planning Committee (CPC) liaison had concerns over since there is currently no one staffed in the Conservation Administrator position within the Planning Department. She explained that in the new fiscal year the hope is to have a full time Environmental Planner/Conservation Administrator approved by Town Meeting. Leslie

Mayer moved to initially approve this application. Eric Helmuth seconded. All voted in favor (8-0).

- c. **Robbins Town Garden Water Features:** Clarissa Rowe said that this was the second application that the CPC liaison had concerns over, but was relieved to hear that some of the rental income from Town Hall events would be used for the maintenance. Kin Lau asked for clarification on whether or not the Town will take care of the maintenance once this feature is repaired. Jim Feeney confirmed, and said that the revenue from Town Hall events will help to maintain the feature moving forward. Leslie Mayer said that the final recommendation should have a condition that this funding mechanism will be in place. Andrew Bengtson asked if a cover was included in the budget; it could be since it is serving as protection of the resource. Jim Feeney said that the application had 15% for contingency costs, so this could be a condition in the final recommendation as well. Eric Helmuth moved to initially approve this application. Kin Lau seconded. All voted in favor (8-0).
- d. **20 Westminster:** David Levy said that he thinks this project should be funded, even if there are still elements of the application that are yet to be finalized. The project is going to get done regardless because they already have a majority of the funding. Leslie Mayer added that this project was presented last year to the Committee, but the application is more complete this year. Clarissa Rowe asked what conditions that Committee would want to put on this project. David Levy said conditions could include stating specifically what the Committee wants the money to be spent on, or seeing a balanced budget before giving the money to HCA. Kin Lau moved to initially approve this application. David Levy seconded. All voted in favor (8-0).
- e. **Downing Square:** Leslie Mayer said she does not think this project is ready to be funded at this point. Clarissa Rowe said she would like to show a local commitment, but \$500k is not the appropriate amount, it should be less. The Committee discussed how much money would help HCA leverage funding, and if it was necessary to put money in community housing reserve fund for this project. David Levy said that a small commitment of CPA funds would be important to HCA in order for them to leverage more funding; \$100k would be enough to show our support. Leslie Mayer said this project does not have community support, and although it is not a requirement for funding, the Committee specifically asked for it. David Levy moved to initially approve the application in the amount of \$100,000. Kin Lau seconded. The Committee voted 7-1.
- f. **Mill Brook Linear Park:** Kin Lau expressed concern that Mystic River Watershed Association has not had discussions with the condo association that abuts this proposed project. Leslie Mayer said the MyRWA approach on similar projects in the past has been to determine first if something is technically feasible as part of the study, and then get input from abutters as part of engagement strategy. Clarissa Rowe said the concern about not notifying the condo owners is understandable. Leslie Mayer suggested the Committee make it a condition of funding to have MyRWA notify the owners in the condo association before they can receive their funding. There should also be a

condition about who makes up the proposed working group. Leslie Mayer moved to initially approve the application. Richard Murray seconded. All voted in favor (8-0).

- g. **Arlington Reservoir Master Plan and Survey:** Richard Murray moved to initially approve this application. Eric Helmuth seconded. All voted in favor (8-0).
  - h. **Update Arlington Inventory:** Eric Helmuth noted that this project might take some explaining since this is a lot of money for a study; the CPAC will need to explain the value of the overall project. JoAnn Robinson moved to initially approve this application. Leslie Mayer seconded. All voted in favor (8-0).
  - i. **Whittemore Park:** The Committee discussed that this application needs to be a study. JoAnn Robinson said she does not want the project as presented to move forward. The Committee agreed that Town Meeting will agree that the space needs helps, but the application needs to clearly be presented as a funding request for a study, and that using the recreation category is confusing. The Committee decided to postpone their initial vote on this application until a revised application is presented.
5. **Preparation for Finance Committee Presentation/Outreach to Consulting bodies:** Clarissa Rowe and Eric Helmuth will check with the Finance Committee to see if a PowerPoint presentation of all applications will be suitable for their presentation this year. Clarissa Rowe will be in touch with Brian Rehrig of the Capital Planning Committee to make sure the CPC is aware of what the CPAC's initial funding recommendations are for Town Meeting.
6. **Adjournment:** Eric Helmuth moved to adjourn at 9:00pm. Richard Murray seconded. All voted in favor.